

City of Mountlake Terrace
Job Opportunity

POLICE OFFICER – LATERAL or CERTIFIED ENTRY LEVEL

FUNCTION:

This position is responsible for general duty police work which includes the prevention, detection, and investigation of crimes, as well as maintaining and enforcing law and order. The position operates in and out of the Mountlake Terrace Police Department under the direct supervision of a Sergeant.

JOB DUTIES:

Duties include, but are not limited to:

The following responsibilities are common to all police officers in the Mountlake Terrace Police Department. Officers assigned to divisions other than Patrol will have special duties assigned them by their respective supervisors.

- Provide equal and impartial enforcement of all state and local laws.
- Provide service to the people of Mountlake Terrace to safeguard and protect their lives, property and constitutional rights.
- Secure all information pertaining to the proper conduct of business prior to the tour of duty.
- Ensure civil treatment and protection of all rights of all persons coming within the scope of police authority.
- Gather, submit, and maintain intelligence information, and pass on information to other units that may be useful to their investigations.
- Respond to crime and/or traffic accident scenes and ensure the protection of the scene and all physical evidence and witnesses until relieved by higher authority.
- Conduct the preliminary investigation at crime scenes until either relieved by a detective or to a point where a lapse in the investigation would not hamper or jeopardize the outcome of the case.
- Maintain radio communication during tour of duty, including mealtimes, and maintain a response time conducive to the needs of the citizens served, promptly responding to all calls assigned and to those calls assigned other units where their closer proximity and the nature of the call demands immediate response.
- Provide first aid and rescue services at crime scenes, accidents, disasters and other emergency situations.
- Engage in a wide variety of traffic direction and crowd control activities, particularly in connection with traffic accidents, demonstrations, riots and disasters.
- Promote and preserve order, defend persons from imminent physical harm, respond to requests for protective service, resolve conflicts between individuals and groups, and protect individual constitutional guarantees.

- Encourage voluntary compliance with the law and reduce the opportunity for criminal activity.
- Maintain records of daily activities and present testimony at judicial proceedings and other formal hearings.
- Exercise discretion in determining whether to take no action, to advise, warn or arrest.
- Enforce all moving violations and parking regulations according to City ordinances to ensure the smooth flow of traffic throughout the City of Mountlake Terrace.
- When assigned, give special speeches and presentations to civic and other groups to promote the police image.
- Evaluate officer performance and fill out necessary report forms while assigned to the Field Officer Training and Evaluation Program.
- Make recommendations to improve operational effectiveness.
- When assigned, represent department on City committees and/or programs.
- Perform related duties as assigned.

ESSENTIAL FUNCTIONS:

- Physical ability to walk and run;
- Dexterity to manipulate standard police-related equipment;
- Conduct coherent voice communication in person as well as via portable radio and telephone;
- Ability to operate a motor vehicle, two-way radio (including from field situations) as well as other law enforcement equipment, including computers, radars and weapons;
- Overall stamina and ability to perform moderate to strenuous physical activity as identified by the Criminal Justice Training Commission;
- Vision sufficient to perform all duties (corrective lenses may be utilized);
- Ability to hear alarms and audibly identify the presence of a danger or hazard;
- Sufficient level of physical fitness to allow participation in *confrontational* and/or stressful situations;
- Maintain all skills required to meet state law enforcement certification, including ongoing firearms and defensive tactics training exercises.
- Ability to use Microsoft “Windows” word processing, email, internet, spreadsheet and other programs to produce letters and reports.
- Able to sit or stand for extended periods of time.
- Interactions with a diverse range of customers and individuals including ages and abilities; potential for dissatisfied or abusive behavior and confrontations from public.
- Maintain clear, concise and accurate records and report on items that need attention.
- Accept responsibility for the health and welfare of the community by performing the responsibilities of the job in a manner that will provide efficient service to the public.
- The environment is sometimes stressful, working under tight deadlines, with distractions and interruptions, and requires the ability to shift priorities rapidly.
- Ability to move across uneven terrain, in traffic, and in tight quarters and maintain a safe environment for yourself and co-workers.
- Work independently, highly detail oriented and highly productive.

SUPERVISION RECEIVED:

Report directly to the Patrol Sergeant.

SUPERVISION EXERCISED:

None

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**Environment**

Indoor and outdoor environment subject to adverse weather conditions.

Physical abilities:

Physical ability to perform the full range of duties. The employee may encounter emergency situations that require rapid evacuation of an area in order to avoid personal injury or to provide assistance to another individual, and must therefore have the physical ability to walk and run. He/she must have the dexterity to manipulate standard police related equipment. The employee must have the ability to conduct coherent voice communication in person as well as via portable radio and telephone.

Regularly required to use hands and fingers to handle objects or controls and reach with hands and arms. This includes typing, using weapons and defensive tactics to subdue suspects, using two-way radios, and operating motor vehicles.

Routinely required to talk and hear, and to stoop or crouch to pick up, or move or lift items up to 150 pounds.

Possess ability to pursue suspect on foot and upon capture, capable of exerting sufficient reserved strength to physically subdue the individual. This includes climbing stairs and moving over uneven ground, including obstacles such as brush and fences.

Sometimes requires above-average physical agility and conditioning.

Hazards:

May encounter hazards arising from contact with violent individuals and working in traffic. In addition, in the course of performing his/her duties, may be exposed to biohazardous materials (i.e., bloodborne pathogens) or hazardous materials released at an emergency scene (i.e., chemical spills, gasoline spills, etc.). Continuous attention to safe working and operating procedures is required. The individual serving in this capacity will be required to use a firearm, specialized protective equipment (i.e., body armor) and generalized protective equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of all federal, state and local laws enforced by City police.
- Knowledge of all safety standards and regulations.
- Knowledge of newly acted laws and court decisions and their effect on police duties and responsibilities.
- Ability to work toward the achievement of department and divisional objectives.
- Ability to be thoroughly familiar with the City of Mountlake Terrace and specific areas of assignment.
- Ability to analyze situations quickly and objectively recognize actual and potential danger, and to determine the proper course of action.

- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Ability to understand and carry out complex oral and written instructions.
- Ability to understand the problems and attitudes of people of all ethnic and economic groups in relation to law enforcement agencies.
- Ability to write clear and concise incident reports, organizing details logically and utilizing correct spelling and grammar.
- Ability to read, understand and interpret applicable federal and state laws and City ordinances, and established principles, practices, policies and procedures of police work.
- Ability to communicate effectively with co-workers, superiors and the general public, both orally and in writing.
- Ability to satisfactorily complete the prescribed courses of training at the Police Academy.
- Ability to maintain a high standard of physical and mental fitness.
- Ability to work under pressure.
- Skilled in powers of observation and memory.
- Skilled in interpersonal relationships.

MINIMUM QUALIFICATIONS – LATERAL OFFICER:

Education:

High school diploma or GED.

Graduation from an approved law enforcement training academy.

Experience:

Be or have been employed as a full-time, paid officer with a municipal, county or state law enforcement agency for at least 24 months, continually, within the last 36 months.

Ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency.

MINIMUM QUALIFICATIONS – CERTIFIED ENTRY LEVEL OFFICER:

Education:

High school diploma or GED.

Graduation from a Basic Law Enforcement Academy sponsored by or equivalent to the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy.

Experience:

Ability to meet standards prescribed by the Washington State Criminal Justice Training Commission for equivalency.

SPECIAL REQUIREMENTS:

- Valid Washington State Driver's License with driving record free from serious or frequent violations.
- U.S. Citizen free of convictions for felony, gross misdemeanor or any crime involving moral turpitude.

- Maintain certification as a Washington State Peace Officer.
- Successful completion of the following:
 - A psychological examination as required in RCW 43.101.095;
 - A polygraph test as required in RCW 43.101.095;
 - A physical exam to include a drug test;
 - A credit check;
 - A background check.
- Incumbents must meet requirements set forth by Washington State and the City for law enforcement officers.
- Ongoing education in law enforcement procedures.
- Training in the use of assorted job-related equipment.
- Proficiency in the use of weapons and self-defense tools.

COMPENSATION:

Lateral/Certified salary range \$30.45 - \$37.68/hour (2015 Contract)

- incentive for college education 4.5% for AA (year 2 pay); 9% for a BA (year 5 pay)

Entry starting salary \$28.91/hour (2015 Contract)

APPLICATION MATERIALS:

Public Safety Testing administers our written and physical ability examinations.

To apply, please visit their website at

www.PublicSafetyTesting.com